**Aubrey Kagan**

Dear Microsoft Excel Tips subscriber,

Here's another useful Microsoft Excel tip from Element K
Journals, your number one source for software tips and
techniques.

********** THE TIP **********

Create backups to revert from unwanted saved changes (Excel 97/2000/2001/2002)

When you're working fast, you're bound to make mistakes. You'll
often catch your errors right away, but it's easy to make
accidental changes to a workbook's existing data and not notice
until it's too late. If you've ever felt the nausea that
accompanies the realization that you've just saved workbook
changes that unintentionally destroy large amounts of data, you
should investigate Excel's backup feature. Excel's backup
capability provides a way to restore a workbook as it existed
prior to when you last saved the file. Unfortunately, the feature
isn't as easy to use as it probably should be--it's activated in
an obscure manner and must be set up on a file-by-file basis.

You specify whether automatic backups should be created when you
save a workbook. Once enabled, the setting remains active for all
subsequent saves, unless you specifically disable it. To activate
the setting in a new file, click the Save button or choose File |
Save from the menu bar. If you're working with an existing file,
choose File | Save As from the menu bar.

When the Save As dialog box appears, click the Tools button on
the dialog box's toolbar and select General Options from the
subsequent menu (just click the Options button on the dialog box
if you're using Excel 97 or Excel 2001). Next, select the Always
Create Backup check box and click OK. Finally, name and save the
file as you normally would.

From now on, Excel creates a backup in the same folder as the
original file whenever you save the workbook. Instead of an .xls
file extension, the backup uses an .xlk extension. Excel
automatically names the backup by incorporating the name of the
original file, using the format Backup Of Filename.

Keep in mind that Excel only maintains one backup file. Each

time you save your workbook, the last backup file is overwritten
with a new one.

To restore a backup, choose File | Open from Excel's menu bar.
Then, choose Backup Files from the Files Of Type dropdown list,
select the appropriate backup file and click Open. You can create
a new workbook from the backup by choosing File | Save As and
saving a regular Excel file.

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